

Message

From: Rieth, Susan [Rieth.Susan@epa.gov]
Sent: 3/22/2016 12:58:56 PM
To: Perovich, Gina [Perovich.Gina@epa.gov]; Subramaniam, Ravi [Subramaniam.Ravi@epa.gov]; Hotchkiss, Andrew [Hotchkiss.Andrew@epa.gov]; Soto, Vicki [Soto.Vicki@epa.gov]
Subject: IRIS spending for FY2016/17 funds (look for a meeting invitation shortly).
Attachments: MidYear Review Summary Ver 3.docx; RAWG- Compass SOF CBOR Mar 12th FY 2016 (excluding REMB funds).xlsx; (CDW) BFY 1617 Expenditures by DCN.XLSX; Copy of FY16 IRIS Program funding projections_8-6-15_group.xlsx

Hi all,

We need to come up with projected IRIS spending (before next Wed) for FY2016/17 funds. I agreed to set up a meeting with the 3 BCs, Gina and Vicki (who collected projected spending information while developing cost projections for the SRC TO).

Look for an meeting invitation. In addition to spreadsheets that Mary Ross distributed, I'm including one that we used last year for projecting IRIS spending.

More to follow!
Sue

From: Ross, Mary
Sent: Monday, March 21, 2016 3:50 PM
To: Walsh, Debra <Walsh.Debra@epa.gov>; Hagerthey, Scot <Hagerthey.Scot@epa.gov>; Johnson, Craig <Johnson.Craig@epa.gov>; Perovich, Gina <Perovich.Gina@epa.gov>; Bussard, David <Bussard.David@epa.gov>; Gatchett, Annette <Gatchett.Annette@epa.gov>; Rieth, Susan <Rieth.Susan@epa.gov>
Cc: Saint, Chris <Saint.Chris@epa.gov>
Subject: FW: Follow-up to ACTION: FY16 mid year resource review - COB, Wednesday, March 30

Here are details on what we've spent already, FYI. For most of you this may be TMI.

From: Steenbock, John
Sent: Monday, March 14, 2016 1:00 PM
To: ORD-Mgmt-Council [Ex. 6 Personal Privacy (PP)] ORD-POS-Directors <[Ex. 6 Personal Privacy (PP)]>
Cc: Eischen, Brent <Eischen.Brent@epa.gov>
Subject: Follow-up to ACTION: FY16 mid year resource review - COB, Wednesday, March 30

All,

This email is a follow-up to the message I sent out on March 8th and a reminder that the each LCOs spending plans and the summaries are due COB March 30th.

As promised attached are each LCOs starting budgets and balances as well as a great summary document of what we are working to accomplish. Please note that these budgets are from a given time point (3/11/2016) which are constantly changing as we speak. This should be close enough to complete the exercise. I encourage you to work with your OARS BED analyst who may be able to assist you but the real benefit will be them learning how you plan to spend your money. If you still have question please feel free to call me.

Please remember the purpose when going through this exercise: The purpose of the mid-year review is for LCOs to identify their progress in utilizing the FY 2016/2017 funds they have been provided and to identify a path

forward that will allow them to optimally use the remaining funds available. The review will also identify specific actions where OARS and OPARM can assist an LCO achieve their objectives including data systems and other computer-based tools to help monitor progress to achieve the stated objectives. Each LCO should provide this summary with their spreadsheet to help facilitate discussion during the mid-year reviews. The summary data provided under the sections below will be used by the Resources Advisory Working Group (RAWG) to prepare a presentation for use at the Management Council (MC) meeting currently scheduled for April 7th 2016. This presentation will use highlights from the summaries provided and data contained in the spreadsheets to help focus the discussion during the meeting.

If you have any questions or concerns, please contact me Brent Eischen

Thank you for your help,

John

From: Steenbock, John

Sent: Tuesday, March 08, 2016 11:15 AM

To: ORD-Mgmt-Council [Ex. 6 Personal Privacy (PP)]

Cc: ORD-POS-Directors [Ex. 6 Personal Privacy (PP)]; Mayes, Desmond <Mayes.Desmond@epa.gov>; Eischen, Brent <Eischen.Brent@epa.gov>; Sutton, Jeff <Sutton.Jeff@epa.gov>; Murphy, Yvonne <Murphy.Yvonne@epa.gov>; Bruce, Dana <Bruce.Dana@epa.gov>; Pachnowski, Maya <Pachnowski.Maya@epa.gov>; Groves, Tia <Groves.Tia@epa.gov>; Elstein, Ken <Elstein.Kenneth@epa.gov>; Saint, Chris <Saint.Chris@epa.gov>; McKinney, Doug <McKinney.Douglas@epa.gov>; Robbins, Chris <Robbins.Chris@epa.gov>

Subject: ACTION: FY16 mid year resource review - COB, Wednesday, March 30

MC Members,

On behalf of the Resources Advisory Workgroup, I request LCOs submit their FY 16/17 spending plans, using the attached template and guidance, to Brent Eischen and Maya Pachnowski by **close of business 3/30/16**. The format of the spending plans were informed by the evaluation of the October end-of-year reviews and other Management Council initiatives.

BACKGROUND:

Following the 2015 mid-year review and an analysis of ORD's commitment, obligation, and spending rates, the Management Council (MC) established the following three stretch goals to ensure ORD effectively and efficiently manages its resources:

- Commit 100% of ORD resources by October 1st
- Obligate 100% of ORD resources by January 1st ;
- Reduce the amount lost on expired appropriations.

To assist in achieving these goals, the MC established **The Resources Advisory Workgroup (RAWG)** in September 2015 to analyze ORD's current spending practices and to develop specific recommendations for improvement. The RAWG reports to Chris Robbins and Desmond Mayes, and is composed of managers and staff from NHEERL (Jeff Sutton), NRMRL (Doug McKinney), NCEA (Chris Saint), the IOAA (Tia Groves), NPDs (Maya Pachnowski [RAWG co-Chair]), OPARM (Dana Bruce), OARS-BED (Brent Eischen[RAWG co-Chair]), and OARS-EMD (Yvonne Murphy).

To fulfill its charge, the RAWG formed 3 subgroups (Corporate Resources, RAP Resources, Report/Metrics) to work with LCOs and NPDs to develop guidance that will improve the opportunity for ORD to utilize its available new and expiring funds in a more effective and timely manner, recognizing the numerous uncertainties inherent in conducting a research program.

As an initial step, the RAWG conducted the October spending-plan exercise to identify ways to improve the timeliness, value, and accuracy of the spending plans. Their analysis of the submitted plans revealed that we need to take steps to ensure that:

- Investigators' resource requirements are clear.
- Expiring funds are placed on appropriate extramural vehicles in realistic timeframes (i.e., ones consistent with OAM's and OGD's processing times).
- We are able to distinguish and track RAP and corporate funds throughout the budget cycle to ensure priority needs are met and that no funds are allowed to expire in our current practices.

To help achieve those ends, the RAWG has made the following recommendations:

- Involve EMSs in the planning process to help LCOs identify extramural options and to ensure more accurate obligation assumptions
- Improve the spending template and associated guidance to ensure LCOs are clear about the information we need in order to provide them with a timely review and assistance.
- Provide LCOs with OARM's processing timelines to enable better estimates of obligation timeframes.

REQUEST:

To implement these recommendations, the RAWG has developed the attached revised template and guidance on how to complete your submission in preparation for the Management Council's 2016 mid-year review. Please review the guidance and **provide your LCO's completed template to Brent and Maya by COB, Wednesday, March 30.** If you have any questions about this request or would like assistance in interpreting the guidance for any unique situations, please feel free to reach out to Brent, Maya, or the other RAWG members.

In closing, I would like to express my appreciation to the RAWG and to all of you for your continued efforts to ensure ORD fulfills its fiduciary responsibilities. The RAWG will be briefing the POS directors and answering questions at their Wednesday, March 9th meeting at 1:30pm.

Regards,

John

John W. Steenbock

Director

Office of Administrative and Research Support

EPA Office of Research and Development

Office Cincinnati: 513-569-7348

Office RTP: (919) 541-2585

Cell:

Ex. 6 Personal Privacy (PP)